

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Coach Maintenance Series

COACH MAINTENANCE SUPERVISOR

04/96(TLW)

Summary

under general supervision, oversee and supervise of a shift of skilled personnel engaged in the full range of coach and automotive maintenance and repair and related equipment and any other assigned section.

Typical Duties

Plan and direct operations of the coach and automotive repair shop. Involves: inspecting coaches or other vehicles; assigning jobs to mechanics; designating needed repairs; preparing estimates of time and materials; overseeing the dismantling of units and advising mechanics on parts to replace; assuring that repairs and replacements are properly made and units are reassembled; planning work procedures using charts, technical manuals and experience; making shop and road tests of equipment repaired before returning to service.

Plan and direct operations of the coach and automotive body repair section as assigned. Involves: inspecting and scheduling equipment brought in for repairs; assuring that repairs and part replacements are made; ensuring proper use storage and disposal of paints, paint thinners, other solvent and chemicals; inspecting repaired equipment prior to returning to service.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; ensuring adherence to applicable regulatory and departmental standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selections.

Perform administrative work and special projects as required. Involves: requisitioning repair parts, tools and other materials as required; maintaining records, logs and manuals; preparing periodic reports as required; tracking the usage of hazardous materials, solvents, related chemicals, and others in accordance with environmental regulations and departmental procedures; plan and oversee assigned departmental campaigns.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D., and five (5) years experience in the repair of automotive equipment including two (2) years supervisor experience, or an equivalent combinations of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: maintenance, repair, mechanics, service and operation of diesel powered and alternatively fueled coaches; occupational hazards and safety practices of the automotive mechanic's and related trades; safe storage, use and disposal of hazardous chemicals of the trade. Good knowledge of: environmental regulations pertaining to hazardous materials, solvents, and related chemicals; methods, principles and techniques used in the repair trade. Some knowledge of air-conditioning maintenance and repair.

Ability to: operate diagnostic equipment; read and understand coach and automotive repair manuals; inspect mechanical work performed by others; maintain, remove, repair, install and modify alternative fuel systems; implement and maintain Environmental Protection Agency (EPA) approved methods of hazardous materials, solvents, chemicals and related handling equipment; prepare estimates of time and materials; firmly and impartially enforce established rules and regulations; establish and maintain effective working relationships with fellow employees; maintain records and prepare reports.

Skill in the use of mechanic's equipment and tools.

Physical Requirement: Test drive coaches and automobiles within repair yard and on City streets.

Special Requirements: Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing. Subject to recall during non-working hours.

Licenses and Certificates: Class "B" Commercial Driver's License (CDL) by time of appointment. EPA Certification required for refrigerant recovery and recycling of motor vehicle air conditioners within 30 days of appointment (currently Section 608 Type II and Section 609 of the Clean Air Act). Must obtain Type II management certification for Compressed Natural Gas through the Texas Railroad commission within six(6) months of the date of hire.

Director of Personnel

Department Head

OFFICIAL